

Division of Workforce Development

Roderick Nunn  
Director

December 29, 2005

**DWD ISSUANCE 03-05, Change 1**

**Subject:** WorkKeys Scores as They Relate to Determination of Youth Basic Skills Deficiency

1. **Purpose:** To provide additional guidance to Workforce Investment Boards on appropriate application of ACT WorkKeys scores in regard to “Basic Skills Deficiency” under the Workforce Investment Act (WIA) as it pertains to Youth Programs. Additional clarifying language is shown below in bold italics.
2. **Definitions:**  
  
**Basic Skills Deficient:** *An individual is considered basic skills deficient if the individual has reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.*  
  
**WorkKeys:** Those assessment tests devised by ACT to identify an individual’s level of skills in specific areas of knowledge; *e.g.*, Reading for Information, Applied Mathematics, and Locating Information.
3. **Substance:** *Any WIA participant who has a WorkKeys assessment (not the pre-test) score of Level 4 or less on one or all of the WorkKeys assessments of Reading for Information, Applied Mathematics, or Locating Information, shall be deemed to have a Basic Skills Deficiency.*
4. **Contact:** If you have any questions regarding this issuance, please contact Mike McKown, (573) 751-0647, or [mike.mckown@ded.mo.gov](mailto:mike.mckown@ded.mo.gov).
5. **Cross/Historical:** This issuance supersedes and replaces DWD Issuance 03-05.



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RN/MM/JC

- c: DWD Admin Group  
DWD Central Office Managers  
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